

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Street Maintenance Series

STREET OPERATIONS SUPERVISOR

8/95 (SAC)

Summary

Under general supervision, supervise street maintenance and flood control activities in a major area of the City or oversee one or more major Citywide specialized Street Department functions.

Typical Duties

Oversee street, flood control, and alley maintenance activities. Involves: conducting field surveys to determine necessary repairs and preventive maintenance; estimating materials, equipment and workers needed to complete work orders; ensuring work conforms with specifications; recommending measures to improve production methods, equipment performance and quality of work; conferring with other supervisors to coordinate activities of individual sections.

Provide flood control and respond to hazardous materials incidents. Involves: maintaining storm drain system and flood control structures; operating flood control equipment and pumps; inspecting systems and enforcing compliance with federal and state guidelines; recommending corrective action to allow proper functioning of system; responding as part of team to hazardous materials incidents; sampling, analyzing and segregating hazardous materials by type and quantity; arranging for proper disposal of hazardous materials.

Coordinate vehicle repair and maintenance. Involves: preparing equipment maintenance schedules; coordinating maintenance and use of spare equipment with departmental supervisors; coordinating equipment maintenance and repair with maintenance division or contractors; verifying charges for labor, maintenance and repair expenses; using personal computer to maintain equipment inventory and maintenance and repair records; participating in writing specifications and requests for proposal in conjunction with purchasing department staff.

Direct City-wide street cleaning operations. Involves: planning and scheduling street sweeping routes to optimize service considering factors such as desired frequency, citizen complaints, and availability of resources; allocating personnel and equipment needed to complete scheduled work; recording equipment usage and related costs to determine economy of equipment and methods; monitoring routes to assure proper service.

Plan and develop City-wide sealing and paving projects. Involves: inspecting sites to determine type of soil and other characteristics of surface including water table; calculating aggregate mix based on knowledge of soils, slope of land, availability and economic use of materials or other factors; requisitioning materials and contacting vendors, as required; directing grading, leveling, filling, excavating and similar activities.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related duties as required. Involves: submitting cost estimates and assisting in such projects as building demolitions; investigating citizens complaints and responding as appropriate; substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities essential to maintain continuity of operations and similarly performing any duties of subordinates or coworkers, if necessary; maintaining computer data base of street and storm sewer maintenance and cleaning projects; assisting in collecting information for use by legal staff; compiling and submitting reports required by regulatory agencies; preparing budget data and reports.

Minimum Qualifications

Training and Experience: Graduation from high school and four years of experience in street and storm sewer maintenance and flood control, including at least two years operating medium to heavy equipment or two years leading or coordinating several employees engaged in a variety of construction and maintenance labor; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: methods, practices, equipment and materials used to accomplish various street department functions. Good knowledge of: occupational hazards and safety standards; traffic laws, ordinances and regulations. Some knowledge of: dangerous chemicals and other hazardous substances; federal and state reporting requirements related to hazardous material spill incidents, flood control or related matters; supervisory practices and procedures; purchasing and budgeting practices and procedures.

Ability to: understand and interpret street and drainage construction blueprints, schematic drawings, layouts, and laboratory reports; establish and maintain effective relationships with fellow employees, officials, and the general public; express oneself clearly and concisely both orally and in writing; firmly and impartially exercise supervisory authority over assigned subordinates; plan and implement work zone traffic control; recommend proper disposal of hazardous and non hazardous materials; compile and analyze data and prepare cost estimates; maintain records and prepare reports.

Skill in the operation of: personal computer equipment and associated software.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent issued by another state.

Special Requirements: May be required to work after normal working hours, during weekends and holidays. Subject to emergency recall or consultation for all shifts.

Director of Personnel

Department Head

OFFICIAL